



Maryland Department of
Juvenile Services
Treating • Supporting • Protecting

One Center Plaza
120 West Fayette Street
Baltimore, MD 21201

Anthony G. Brown
Lt. Governor

Martin O'Malley
Governor

Donald W. DeVore
Secretary

April 23, 2009

Re: 09 - JS – 33/V00SO253650 Written Solicitation For Clinical Assessments For Anne Arundel County, Maryland

Dear Potential Bidder:

The Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "DJS," or "Juvenile Services," is interested in obtaining Bids to provide clinical assessments for youth who reside in Anne Arundel County, Maryland. Youth to be served shall be male and female, ages eight to eighteen, who are alleged or adjudicated offenders. These services shall be ordered by the court or recommended by DJS staff.

A variety of services shall be provided, including psychiatric assessments and psychiatric consultations.

The Contract awarded shall be for a period of 5 months, beginning on or about May 14, 2009 and ending on October 13, 2009.

The Contract award will be made under Small Procurement Regulations COMAR 21.05.07.

There will not be a Pre-Proposal Conference for this procurement.

Bids for this Written Solicitation are to be submitted to the Procurement Office by May 7, 2009, no later than 3:30 p.m. to Marcus V. Filson, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 334, Baltimore, Maryland 21201. Late Bids will not be accepted.

You may obtain a letter of notification of this Written Solicitation from the eMaryland Marketplace website at www.emarylandmarketplace.com. Click on Bidding Opportunities and the eMaryland Marketplace number V00SO253650 to download the solicitation.

Upon receipt of this RFP please acknowledge by E-Mail to anderse@djs.state.md.us.

If you have any questions, please submit them to my office as soon as possible via fax or e-mail at anderse@djs.state.md.us or fax at 410.333.4191, so we can provide answers to them.

Minority Business Enterprises (MBEs) and small businesses are encouraged to respond to this solicitation as a primary contractor and are encouraged to obtain certification.

All questions related to the MBE certification process should be addressed the Maryland Department of Transportation, Minority Business Enterprises, P.O. Box 8755, BWI Airport, Maryland 21240-8755. You may contact them by voice mail at 1-800-544-6056 or by E-Mail at www.mdot.state.md.us.

All questions related to the Small Business Reserve (SBR) certification process should be addressed to the Maryland Department of General Services, Small Business Reserve Program, 301 W. Preston Street, Suite M-9, Baltimore, Maryland 21201. You may contact them by voice mail at 410-767-6047 or by E-Mail at www.dgs.maryland.gov. (Then click the "Small Business Reserve" button.)



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If the prospective Bidder is a certified minority or SBR Contractor, the certification number must be provided in a cover letter.

If you do not intend to respond to this procurement, please take a moment to fill out the Non-Bidders Response Form submit it to my office at the above fax number. This information is required by the Department of Budget and Management to ensure outreach methods were made to seek vendors for this procurement and to get feedback from vendors regarding this solicitation.

Sincerely,

A handwritten signature in cursive script that reads "Denise Anderson".

Denise Anderson
Office of Procurement